

# TEMPORARY USE PERMIT

Permit Number PZ-AZ or PZ-TUP

## APPLICABILITY

This permit is required when seeking to establish the following on a property:

- **Temporary Use Permits** (Section 3.2) which include the following temporary situations (specific details and conditions are found [here](#)):
  - Special Events
  - Seasonal Stables, Game Meat Processing,
  - Temporary Sales:
    - Holiday Sales (pumpkins, trees)
    - Other Sales (jewelry, art, home-type products)
    - Produce Stands (if not grown on site)
    - Food Truck
  - Campaign Office or Modular Construction Office
  - Temporary or Permanent Metal Storage Container under certain conditions
  - Religious, Patriotic, Historic, or similar exhibits in a yard or parking area
  - Batch Plants for construction projects
  - Residence in a Travel Trailer or RV not in the General Zone
    - Up to 120 consecutive days per calendar year OR
    - Renewed every 6 months with an active Building Permit
  - Storage of a mobile or manufactured home in certain zones
  - Multiple temporary uses, or situations that exceed the standards as mentioned above, may require a public hearing before the Planning and Zoning Commission; a [pre-application meeting](#) may be required; please consult with Planning staff prior to applying

## WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then Administrative Zoning Permit, and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. *Please see the Online Submittal Requirements and Additional Requirements below.*

- **Note:** If a pre-application meeting was required for your project, please note that you may see many requested items that were not discussed at this meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank.
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “***technically complete***.” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. Your case will be placed on a hearing agenda if applicable (for certain types of Temporary Use Permits only).

## ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)
- **CC&Rs** - be prepared to acknowledge awareness of any applicable CC&Rs that may apply to the property. *The County does not enforce CC&Rs which are private agreements between the OA/HOA/POA and the property owner. Some Owner Associations prohibit the Uses permitted by Coconino County.*
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application

## ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE electronic or scanned copy of the following in PDF format:**

- **Narrative** – typewritten, describing all pertinent details of the request and how performance standards of the requested administrative zoning type will be addressed, as well as describing structures and uses as applicable, proposed dates and times of operation, number of employees and/or patrons, traffic flow and parking, how utilities (water, power, wastewater) are provided as applicable, lighting and noise considerations, etc.
- **Site Plan** - drawn **to scale** using accurate dimensions and showing property boundaries; existing and proposed structures and uses; locations of driveways, pedestrian walks, easements (vehicular, utility), landscaped areas (per Section 4.4 of the Zoning Ordinance), fences, walls, exterior lighting (per Section 4.3 of the Zoning Ordinance), signage (per Section 4.2 of the Zoning Ordinance), off-street parking areas including ingress and egress, traffic flow, property setbacks, and natural features of note that may affect the request. (See the [Site Plan Requirements](#) document for a complete list). If applicable, the Site Plan may include the Landscape Plan, Signage Plan, and Lighting Plan.
  - ***A site plan is not required for Home Occupations, Metal Storage Container Administrative Permits, or RV as Temporary Residence – Temporary Use Permit subtypes, provided the request meets the requirements of the applicable Section of the Zoning Ordinance as listed below. Staff may request a site plan if needed to determine setbacks or other site layout considerations.***

## ADDITIONAL DOCUMENTS for TEMPORARY USE PERMITS

- Only one Temporary Use Permit (TUP) may be issued for a parcel at any one time; multiple temporary uses may be considered only through Planning and Zoning Commission approval.

- Prior to the issuance of a TUP, proof of insurance and/or a bond may be required. This deposit shall be used by the County to defray the costs of cleanup of the lot if the permittee fails to do so.
- All other required permits and licensing as necessary (such as approvals from the Sheriff's Office, Public Works, Fire Marshal, or the Public Health District).
- Other permits may be required for buildings, lighting, or signage as applicable.

## ADDITIONAL REQUIREMENTS – ONLY AS REQUESTED BY STAFF

Please submit the following items only if requested by staff and/or associated with your permit subtype. Otherwise, you do not need to upload anything for these requested items.

- **Pre-Application Meeting** – only applicable for certain subtypes of Temporary Use Permits (multiple uses or exceeding time frames/frequency) that must go before the Planning and Zoning Commission
- **Citizen Participation Plan and Report** (see [Citizen Participation Plan Brochure](#) for details; please note that this is only required if the case will be heard by the Planning and Zoning Commission)
- Copies of recorded easements if applicable
- Legal descriptions of proposed and existing parcel and easements by an Engineer or Surveyor if needed to determine the relative location of proposed structure
- Landscape Plan detailing the locations of existing vegetation (to be retained and to be removed), the location and design of landscaped areas including irrigation systems, the number, varieties, and sizes of proposed plant materials and other features as required per Section 4.4 of the Zoning Ordinance (ZO).
- Architectural Drawings including floor plans and elevations of all proposed structures. All exterior surfacing materials and colors shall be specified, with samples and renderings provided.
- Color samples as applicable
- Signage Plan detailing all existing and proposed signs, including their location, size, materials, color, and method of illumination as required per Section 4.2 of the ZO.
- Lighting Plan including location of all outdoor lighting fixtures and description of each (i.e. Lamp Type, Lumen output, Shielding) as required per Section 4.3 of the ZO.
- Wildlife Study
- Traffic Study and Traffic Impact Statement/Analysis if applicable
- Property Management Plan if requested
- Fire Protection Plan if requested
- Emergency Services Agreements
- Preliminary drainage report

## OTHER PERMITS MAY BE REQUIRED

In addition to the Administrative Zoning Permit, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits. ***Please note that other Zoning applications may be required such as a Lighting Permit, Sign Permit, Design Review Overlay, etc. in order to proceed with development if the Administrative Zoning Permit is approved.***